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# PhonePe Jobs 2023 – Jobs Near Me – Data Entry Cum Back Office Posts

Job Location India Remote work from: India

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Base Salary Rs. 12,000 - Rs. 18,000

**Qualifications** 12th, Graduate

Employment Type Full-time

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#### Description

### PhonePe Jobs in India

The ideal candidate would have experience in data entry with a focus on back office activities.

PhonePe Jobs Near Me

S/he must be able to enter data at a fast pace while maintaining accuracy. The ideal candidate would also have experience in bookkeeping and/or accounting.

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PhonePe Careers

#### **Responsibilities:-**

- Enter data into the system at a fast and accurate pace
- · Perform back office activities including bookkeeping and accounting
- · Maintain accurate records of all data entered

#### **Qualifications:-**

- · Experience in data entry, with a focus on back office activities
- · Experience in bookkeeping and/or accounting
- Accuracy and attention to detail
- Fast and efficient data entry

Hiring organization PhonePe

Date posted March 17, 2023

Valid through 31.12.2025

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